

## City of Milpitas, California

**BUDGET CHANGE FORM**

Type of Change	From		To	
	Account	Amount	Account	Amount
<b>Check one:</b> <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	100-910-4640	\$ 23,900	100-111-4237	\$ 23,900

Authorize the City Manager to Execute an Agreement with William Avery & Associates for the Human Resources Director Recruitment (Staff Contact: Emma Karlen, 408-586-3145)

**Background:** The Human Resources Director submitted her resignation this month, creating the need to recruit for a replacement. This position has been identified by the City Manager as key senior management hire. Recruitment effort for this position will target the most qualified candidates to meet the City's need for continued management leadership.

Staff recommends the firm of William Avery & Associates which has a national reputation for conducting quality searches and placing exceptional candidates. With over 30 years of combined experience in executive search, management and local government, William Avery & Associates brings a high level of service to the industry. William Avery & Associates is familiar with Santa Clara County and the surrounding region and has been utilized extensively for executive recruitment and selection efforts throughout the Bay Area.


**Fiscal Impact:** The estimated maximum cost of the recruitment and selection processes for this executive position is \$23,900 (\$17,900 consultant fee and \$6,000 expenses such as advertisement, clerical time, long distance telephone conversations, and travel.)

**Recommendations:**

1. Authorize the City Manager to execute an agreement with William Avery & Associates, subject to approval as to form by the City Attorney, in an amount not to exceed \$23,900 for the administration of recruitment and selection for a Human Resources Director.
2. Request approval of a budget appropriation of \$23,900 from the contingency reserve.

☒ Check if City Council Approval required.

Meeting Date: May 19, 2015

Requested by:	Emma Karlen/Assistant City Manager	Date: May 12, 2015
Reviewed by:	Finance Director: 	Date: 5/13/15
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: